

CITY OF HOUSTON  
DEPARTMENT OF PUBLIC WORKS AND ENGINEERING  
FY17 PROFESSIONAL SERVICES  
QUESTIONS AND ANSWERS

**Clarifications:**

- RFQ P17-06:** The City of Houston intends to enter into a contract for **Professional Services. Add to the Content of Qualifications;**  
**“Product delivery and Quality Control Check methodology”**
- RFQ E17-08:** This RFQ selection N10 is for Pre-qualified Firms Only. All Submittals must designate which selection to be considered on the Cover and in the PDF Name; example **E17-08N10\_Firm Name.pdf** or **E17-08E11\_Firm Name.pdf**
- RFQ E17-13(R02):** Project Location: Intercontinental Airport WWTP, Located at 2450 Rankin Road, Key Map 373-M
- CM17-01/CM17-03** Certification Requirement is Certified Construction Management (CCM)
- RFQ P17-07:** Delete
- RFQ P17-08:** Delete
- Prime/Sub Rule** **Rule of 72** – Maximum number of total SOQ submittals per Firm prime or sub-consultant (All RFQs combined).  
**Rule of 12** – Maximum number of Submittals as a Prime per Firm (All RFQs combined). *(No more than 12 times total as a Prime)*  
**Rule of 8** – Maximum number of teams a Firm can participate as a sub-consultant for each RFQ. *(1 Prime + up to 8 others as Sub-Consultant for each RFQ)*
- SOQ Package:** The Submittal Package consist of Items 1-8 of the RFQ combined into one single PDF. The Cover Page/Back Page is not covered in the 8-page Qualification limit.

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**Questions from Pre-Submittal Briefing June 1, 2016.**

1.     **Question:** Does the firm/team require a Certified Construction Management (CCM) at the time of submittal?

**Response:** No. At least one member of the team must obtain the CCM within the first year of the Contact.

2.     **Question:** What is considered Non-Engineering Services?

**Response:** Any service provided by a Sub-Consultant that does not require a Professional Engineering State Board License. Others that will be considered as a Non-Engineering is Landscape Architect/Tree Preservation Services and RAS.

3.     **Question:** What is the Criteria for Pre-Qualified Firm?

**Response:** A Pre-Qualified Firm cannot exceed 2 million dollars in **ALL (City/others)** fees for the Houston Office for 2015. All Firms submitting for Pre-Qualified RFQs must submit an updated PWE100 indicating 2015 Fees. Pre-Qualified Criteria applies to the Prime.

4.     **Question:** Do I have to Submit an updated PWE100 if I am not submitting as a Pre-Qualified Firm?

**Response:** The PWE100 submitted with the SOQ must be on the April, 2015 Form. Each Firm should update their forms to reflect any changed information. All Prime and Sub-Consultant should have a filed PWE100, however only submit the PWE100 for the Prime with the SOQ.

5.     **Question:** How is the TIRZ requirements applied to the SOQ evaluation?

**Response:** PWE will take into account all projects that include COH's allocated funding as an informational tool.

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**6. Question:** What is the purpose of the Secretary of State? What form should I submit?

**Response:** The Secretary of State Entity Report is to Document the Firm's Legal name as it is registered with the State of Texas. Please submit the entity information form available at:  
<http://www.sos.state.tx.us/Corp/sosda/index.shtml>.

**7. Question:** Formatting

**Response:** Please comply with the formatting requirements as stated in the RFQ. This requirements only applies to the 8-Page worded Statement of Qualifications. Graphics/tables should be legible and readable.

**8. Question:** What is the SOQ Submittal Size Requirement?

**Response:** All SOQs must be less than 7.0 MB.

**9. Question:** Is the requested prior experience based on the PM or the Firm?

**Response:** The requested prior experience can apply to both the PM or the Firm.

**10. Question:** Are there any Pre-Engineering Reports available for review?

**Response:** The scope of work provides enough details to address the required qualifications for the RFQ(s).

**11: Question:** Does Submitting as a Pre-Qualified Firm prevent submitting on Non-Prequalified RFQs.

**Response:** No.